

# Contract Appeals Board

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$745,500	\$746,393	0.1

The mission of the Contract Appeals Board is to provide an impartial, expeditious, inexpensive, and knowledgeable forum for redressing and resolving contractual disputes between the District and contractors.

Originally established by D.C. Reorganization Order 29 in 1953 to serve as the agent of the District's executive in resolving disputes between contractors and the District, the board had its jurisdiction re-established with additional authority by the 1986 Procurement Practices Act. In the 1997 Procurement Practices Amendment Act, the board was further empowered to resolve contractual disputes for all independent District agencies with the exceptions of the District of Columbia Courts, D.C. Retirement Board, D.C. Sports and Entertainment Commission, and the Housing Finance Agency.

Consisting of four mayorally appointed administrative judges, one of whom is designated as Chief Administrative Judge, this quasi-

judicial body is authorized to conduct hearings on: 1) all claims brought by contractors against the District government arising out of, or related to, a contract put out by the District; 2) all protests against contract solicitations and awards by actual prospective bidders; 3) all appeals of suspensions or debarments of contractors; and 4) all appeals from the denial of interest payment claims under the Quick Payment Act.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Development of a website which will include rules, decisions and a plain-language guide to the board's operating procedures;
- Implementation of electronic filing and service of pleadings;
- Continuing development of the new alternate dispute resolution program allowing consenting potential litigants the opportunity to have an informal session with a board judge with the aim of reducing the number of formal appeals and expensive and time-consuming litigation.

## Did you know...

Contact the Contract Appeals Board by calling:  
(202) 727-6597

Created in 1953, the DC Contract Appeals Board is one of the oldest such bodies in the nation. The Board also has a voluntary alternate dispute resolution program.

---

## Where the Money Comes From

Table AF0-1 shows the source of funding for the Contract Appeals Board.

---

Table AF0-1

### FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	677	738	746	746	1
<b>Gross Funds</b>	<b>677</b>	<b>738</b>	<b>746</b>	<b>746</b>	<b>1</b>

## How the Money is Allocated

Tables AF0-2 and 3 show the FY 2003 budget and FTEs for the agency at the Comptroller Source Group (Object Class) level.

---

Table AF0-2

### FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	459	376	492	492	0
Regular Pay - Other	0	111	0	0	0
Additional Gross Pay	0	9	0	0	0
Fringe Benefits - Curr Personnel	58	71	64	67	3
<i>Personal Services</i>	<i>517</i>	<i>566</i>	<i>556</i>	<i>559</i>	<i>3</i>
Supplies and Materials	6	6	7	7	0
Telephone, Telegraph, Telegram, Etc	4	4	6	5	-1
Rentals - Land and Structures	132	139	141	158	17
Security Services	0	0	3	3	0
Other Services and Charges	16	5	24	10	-14
Equipment & Equipment Rental	2	16	9	4	-5
<i>Non-personal Services</i>	<i>160</i>	<i>171</i>	<i>190</i>	<i>187</i>	<i>-2</i>
<b>Total Proposed Operating Budget</b>	<b>677</b>	<b>738</b>	<b>746</b>	<b>746</b>	<b>1</b>

Table AF0-3

**FY 2003 Full-Time Equivalent Employment Levels**

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	3	6	6	6	0
Term full time	3	0	0	0	0
<b>Total FTEs</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>

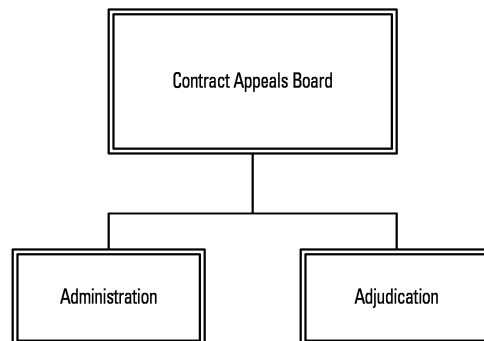
**Local Funds**

The proposed Local budget is \$746,393, an increase of \$893 or 0.1 percent over the FY 2002 approved budget of \$745,500. There is a net increase of \$3,106 in personal services and a net decrease of \$2,213 in nonpersonal services. There are 6 FTEs funded by Local sources, which represents no change from FY 2002.

Significant changes are:

- A decrease of \$154 in salaries due to over-budgeting of the line item for FY 2002, and an increase of \$3,260 in fringe benefits.
- A net increase of \$16,315 in fixed costs, primarily attributed to rent.
- A decrease of \$14,028 in other services attributed to increases in fixed costs.
- A decrease of \$4,500 in equipment.

Figure AF0-1

**Contract Appeals Board****Programs**

The Contract Appeals Board has two program areas:

**Administration** handles the day to day office operations of the board. There is a two member support staff who serve at the direction of the Chief Administrative Judge.

**Adjudication** handles the Board's two distinct types of cases. Contract appeals are cases that arise after a contract is awarded. Protests are

cases regarding solicitation terms or the awarding of contracts. The 1996 Procurement Practices Amendment Act requires the board to decide all protests within 60 business days, and in the cases of challenges of suspension of contracts, to issue a decision within 10 business days after the protester has responded to the chief procurement officer's determination and finding that urgent and compelling circumstances exist for the contract performance to proceed.

## Agency Goals and Performance Measures

### Goal 1: Address the questions and concerns of litigants in a timely and cost-effective fashion.

*Citywide Strategic Priority Area:* Making

Government Work

*Manager:* Lorilyn E. Simkins, Chief

Administrative Judge

*Supervisor:* Lorilyn E. Simkins, Chief

Administrative Judge

#### Measure 1.1: Percentage of protests resolved within 60 business days

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	75	75	80	80	80
Actual	84	75	-	-	-

Note: Of the 24 protests which the CAB decided in FY 2001, 18 (or 75%) were decided within 60 business days.

#### Measure 1.2: Percentage of appeals on the docket resolved

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	25	25	25	25	25
Actual	38	26	-	-	-

Note: Of the 88 appeals that were on the CAB's docket in FY 2001, the Board decided 23 (or 26%) within the year.